

**State of Connecticut
The Department of Social Services
Job Opportunity**

Connecticut Careers Trainee/Social Services Investigator

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: January 10, 2014

Closing Date: January 17, 2014

The Department of Social Services is currently accepting applications for five (5) Connecticut Careers Trainee positions with a target classification to the position of Social Services Investigator, within the Division of Quality Assurance, Medicaid Recoveries Unit, located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee (SH-15)
Target Classification: Social Services Investigator (SH-19)

Position Numbers: 106792, 106793, 106794, 106795, 106796

Work Schedule: 8:00am – 4:30pm, Monday thru Friday
(40 Hours Per Week)

Salary Range: \$41,728.00 - \$53,082.00 Annually (SH-15)
\$50,624.00 - \$63,477.00 Annually (SH-19)

Bargaining Unit: Social and Human Services (P-2)

Location: 25 Sigourney Street, Hartford, CT 06106

STRONGLY RECOMMENDED: A DEGREE IN CRIMINAL JUSTICE AND/OR EXPERIENCE IN THE FIELD OF CRIMINAL JUSTICE.

EXAMPLES OF DUTIES: These positions will be responsible for investigating fraudulent activities of providers enrolled in the Connecticut Medical Assistance Programs and will include analyzing, interpreting, preparing computer generated data reports and performing field investigations.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

NOTE:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Careers Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete.

TERM OF APPOINTMENT:

For candidates with a Bachelor's Degree:

**LENGTH OF TARGET CLASS
EXPERIENCE AND TRAINING**

Five (5) Years
Six (6) Years
Seven (7) Years

LENGTH OF TRAINING PERIOD

One (1) Year
Two (2) Years
Three (3) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be appointed by the Department of Administrative Services prior to appointment to this class.

SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:First Year of Training

Bachelor's degree	SG 15	Step 1
Master's degree	SG 15	Step 2

Second Year of Training

General Rate	SG 15	Step 5
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Note: For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class.

PROMOTION:

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:

www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and copies of your two (2) most recent service evaluations to:

Kristina Grodzicki, Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
FAX: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE FRIDAY, JANUARY 17, 2013 CLOSE OF BUSINESS
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER